

# ATLAS Cloud guide for sitting assessments



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# 1. Introduction

- 1.1. This guide contains all the information you need to access and sit AAT's Qualifications 2022 assessments and End Point Assessment computer-based assessments via the PSI Bridge Secure Browser.

You should familiarise yourself with the information in this guide, and sit online practice assessments via MyAAT, before sitting a live assessment.

It has been created in line with the assessment walkthrough videos which are available for you to view on the [Qualifications 2022 resources page](https://aat.org.uk/training/qualifications-2022-students/resources) ([aat.org.uk/training/qualifications-2022-students/resources](https://aat.org.uk/training/qualifications-2022-students/resources)).

## 2. Scope and applicability

- 2.1. This user guide applies to all students who will be sitting live and practice Qualifications 2022 assessments.

## 3. Purpose and objectives

- 3.1. The purpose of this document is to give students the relevant guidance and knowledge on the ATLAS Cloud assessment platform, to aid their ability to access, sit and submit assessments.

## 4. Terms and definitions

- 4.1. **PSI** – The third-party supplier of the ATLAS Cloud, TCA and PSI Bridge Secure Browser software.
- 4.2. **ATLAS Cloud** – The name of the assessment platform product.
- 4.3. **TCA** – Test Centre Administrator. The location that assessment centres will use to schedule and invigilate assessments.
- 4.4. **Candidate Catalogue** – The location where students will log in to access their scheduled practice and live assessments.
- 4.5. **PSI Bridge Secure Browser** – a secure assessment platform driver used to deliver live assessments.
- 4.6. **Assessment centres** – refers to AAT approved training providers and assessment venues.

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## 5. Sitting a practice assessment

- 5.1. Before sitting a live assessment, you are encouraged to first sit a practice assessment to familiarise yourself with the new assessment platform functionality. Online practice assessments can be accessed via the [AAT Lifelong Learning Portal](#).

The minimum specifications to support practice assessments on your personal device can be found on the [technical requirements for practice assessments webpage](#) ([aat.org.uk/assessments/students/preparing/technical-requirements-practice-assessments](#)).

- 5.2. Alternatively, you can ask your assessment centre to schedule you for one which can be accessed and sat at your assessment centre.

## 6. Candidate access

### 6.1. Accessing Candidate Catalogue

Guidance on setting up your ATLAS Cloud account, resetting your password and accessing assessments from the candidate catalogue can be found on the [ATLAS Cloud set up page for students webpage](#) ([aat.org.uk/assessments/students/preparing/atlas-cloud-account](#)).

### 6.2. Auto-save passwords in Chrome

Assessment centres have been advised to switch off Chrome's setting to offer to save login details.

Where you are using a public computer **do not** click on the pop to allow Chrome to save your login details. They must be kept secure to prevent another person logging in as you, or to prevent you accidentally logging in as another person.

Always ensure that you enter your login details and flag to an invigilator if yours or another person's login details are pre-populated on the login screen, or are selectable via Chrome, or when you launch Chrome, it opens with another account logged in.

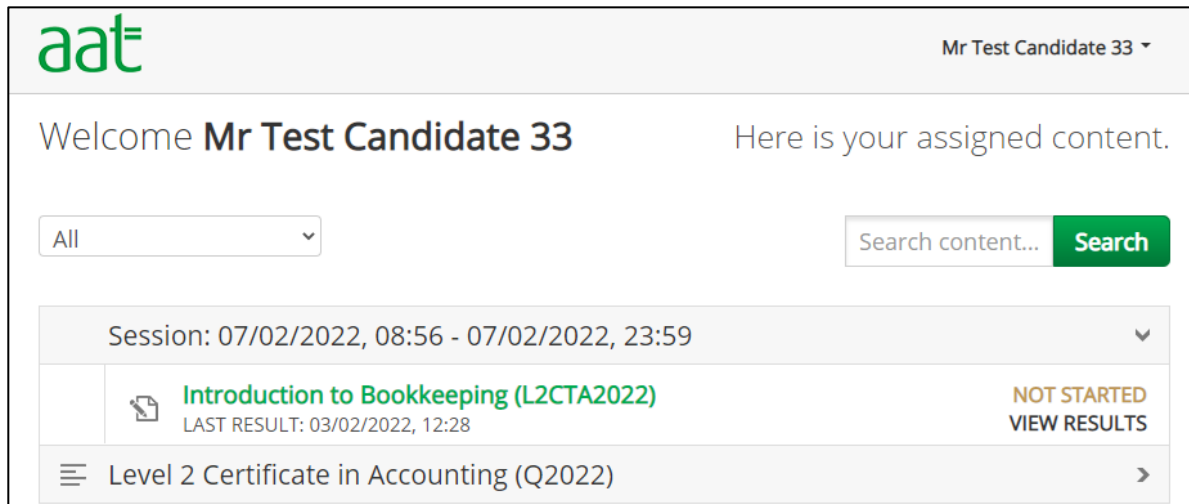
The screenshot shows the AAT candidate catalogue interface. At the top left is the AAT logo. At the top right, the user is identified as 'Mr Test Candidate 33'. Below the logo, a welcome message reads 'Welcome Mr Test Candidate 33' and 'Here is your assigned content.' There is a dropdown menu set to 'All' and a search bar with the text 'Search content...' and a green 'Search' button. Below this, a session summary is shown: 'Session: 07/02/2022, 08:56 - 07/02/2022, 23:59'. A table lists the assigned content:

Content	Status	Action
Introduction to Bookkeeping (L2CTA2022) LAST RESULT: 03/02/2022, 12:28	NOT STARTED	VIEW RESULTS

At the bottom, there is a navigation menu with a hamburger icon, 'Level 2 Certificate in Accounting (Q2022)', and a right-pointing arrow.

### 6.3. How to access an assessment

If an assessment is ready to be sat, i.e., today is the date of the sitting, the assessment will show in green text:



The screenshot shows the AAT candidate portal interface. At the top left is the AAT logo. At the top right, the user is identified as 'Mr Test Candidate 33'. Below the logo, a welcome message reads 'Welcome Mr Test Candidate 33' and 'Here is your assigned content.' There is a dropdown menu set to 'All' and a search bar with the text 'Search content...' and a green 'Search' button. Below this is a session summary: 'Session: 07/02/2022, 08:56 - 07/02/2022, 23:59'. The main content area shows an assessment titled 'Introduction to Bookkeeping (L2CTA2022)' in green text, with a document icon, a 'LAST RESULT: 03/02/2022, 12:28' timestamp, and a 'NOT STARTED VIEW RESULTS' button. At the bottom, there is a navigation bar for 'Level 2 Certificate in Accounting (Q2022)' with a right-pointing arrow.

**On the day of the assessment, you must access the Candidate Catalogue page via Chrome and log in using your login credentials.**

#### Step 1

Open Chrome, enter the ATLAS Cloud URL (<https://aat.psonline.com>) and enter your login details.

Your username is your AAT ID. If you've forgotten this, ask the invigilator as they will be able to retrieve it from your scheduled assessment.

If you've forgotten your password, click on the **Reset Password** link on the login page of ATLAS Cloud. This will generate a new email with a link to reset your password.

If you are unable to login to your email due to restrictions on the computer, or security against your email address (i.e., if it is a work email), inform the invigilator, who will be able to contact AAT and request for the password to be manually amended. The amended password will then be given to you, and you will be able to amend it once logged in.

Once logged in, assessments that can be accessed will be in green text. To access the assessment, you will need to click on the assessment.

#### Step 2

You'll then be asked to Download or Launch the Secure Browser. Your assessment centre will have already downloaded and installed it, so click **Launch**.

The screenshot shows the AAT logo at the top left. Below it is a green button with a plus sign and the text "Download Secure Browser". A horizontal line separates this from the main content area. The main content area has the title "SEAN Management Accounting Techniques (L3DPL2022) - Practice Assessment 1" and a sub-header "This test is required to be taken within the Secure Browser." Below this are two side-by-side boxes. The left box is titled "Download" and contains the text: "If you do not have the Secure Browser installed, please download the Secure Browser. You will be launched into your test after download." It has a green "Download" button at the bottom. The right box is titled "Launch" and contains the text: "If the Secure Browser is already installed on your machine, please launch the Secure Browser. If it does not launch within 60 seconds, please select to download the Secure Browser." It has a green "Launch" button at the bottom.

### Step 3

The PSI Bridge Secure Browser will load and open a Security Check. Ensure that you do not have dual monitors, and, if required, click **Terminate all these applications** then **Recheck**:

The screenshot shows the "psi BRIDGE" logo in the top left corner. The main heading is "Security Check" with a sub-heading: "To take the exam, your system must meet certain security requirements. Please complete the necessary actions below and press NEXT to continue." Below this is a table with a dark red header "System Requirements".

Requirement	Status	Action Required
Number of allowed monitors during session: 1	✘ fail	Number of Monitors Detected: 2. Action required
No prohibited applications or processes during session	✘ fail	Please close the following prohibited applications: Calculator, Chrome, MS Word, Microsoft Teams, Onedrive, Outlook, Skype for Business, Snip & Sketch, yourphone

Below the table is a red button that says "TERMINATE ALL THESE APPLICATIONS". At the bottom of the interface are two buttons: "QUIT" (red) and "RECHECK" (blue).

If any of the applications do not close, notify your invigilator.

### Step 4

A **System Requirements Check** is run and will need to be completed each time an assessment is started. This check shows if the system requirements for the assessment are met.

←
Running System Requirements Check

This check shows if the system requirements for the test are met. Links to more detailed explanations will be shown if there are any errors.

Operating System	Windows	<span style="background-color: #2e8b57; color: white; padding: 2px 5px;">OK</span>	
Screen Resolution	1536x864	<span style="background-color: #2e8b57; color: white; padding: 2px 5px;">OK</span>	
Browser	Chrome 94	<span style="background-color: #2e8b57; color: white; padding: 2px 5px;">OK</span>	
Popups	Disabled	<span style="background-color: #c00000; color: white; padding: 2px 5px;">ERROR</span>	<a href="#" style="color: #2e8b57; text-decoration: none;">Help</a>
Tabbed Browsing		<span style="background-color: #ccc; padding: 2px 5px;">IN PROGRESS</span>	

Continue

All requirements which are met will have **OK** displayed next to them. Any requirements which are currently being checked will show as **In Progress**.

Any that are not met will have **Error** showing next to them. If a requirement is not met a Help link can be clicked to provide a more detailed explanation of what is causing this error.

Any errors should be referred to the invigilator, who will be able to resolve it or notify the centre's ICT team to resolve.

Once all have passed, click **Continue**.

## Step 5

The assessment will then need to be started by the invigilator. Once enabled, your assessment will load on screen.

# 7. Sitting and submitting an assessment

## 7.1. Assessment terms and conditions

Before accessing the introduction page of the assessment, you must first read and accept the assessment terms and conditions. **Click the box** beneath the terms and conditions and **Start**.

←
Bookkeeping Transactions (AQ2016) - Practice

**Test Information**

Username: Test123456  
 Knowledge Area: AQ2016\_L2\_BTRN\_Bookkeeping Transactions  
 Test Area: Bookkeeping Transactions  
 Type: Diagnostic  
 Number of questions: 10  
 Vendor: AAT

Start

Cancel

By ticking the box below, you are confirming that the CBA submission will be your own unaided work and you will not copy, reproduce or circulate AAT assessment material. Once you click Start, you will be able to access your assessment.



## 7.2. Introduction page

All assessments contain an introduction page with information about the assessment including duration, number of tasks, number of marks available and any additional information required to answer the tasks.

You are required to read the information on the page then click **Continue** to start the assessment.

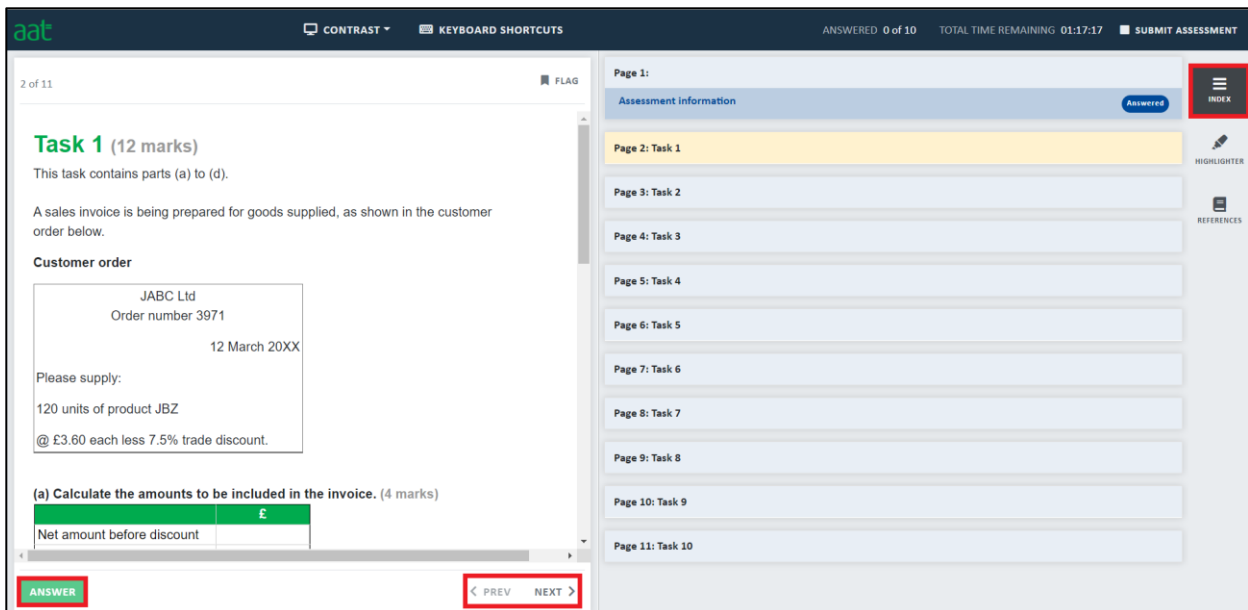
This is the point that the assessment timer will start in the top right corner.

You cannot revisit the Assessment Introduction page during the assessment. The information contained on this page is available in the references section at each task position.

## 7.3. Navigation and Index

Once the assessment has started, you can navigate through the assessment using either the **Prev** and **Next** buttons located in the bottom right-hand corner of the page, or by clicking on **Index** located on the right-hand side of the page to reveal the list of task pages.

The **Index** feature, as seen below, reveals a view to the right of the assessment content and is a useful way to see how many tasks are in the assessment, navigate quickly to a specific task, and see which tasks you have answered and/or flagged.



The screenshot displays the assessment interface. At the top, there is a header with the AAT logo, 'CONTRAST', 'KEYBOARD SHORTCUTS', 'ANSWERED 0 of 10', 'TOTAL TIME REMAINING 01:17:17', and 'SUBMIT ASSESSMENT'. The main content area shows 'Task 1 (12 marks)' with a description: 'This task contains parts (a) to (d). A sales invoice is being prepared for goods supplied, as shown in the customer order below.' Below this is a 'Customer order' section with a table containing the following information:

JABC Ltd
Order number 3971
12 March 20XX

Please supply:  
120 units of product JBZ  
@ £3.60 each less 7.5% trade discount.

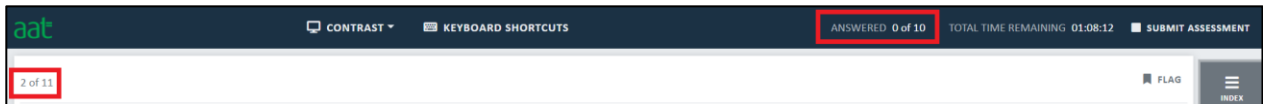
(a) Calculate the amounts to be included in the invoice. (4 marks)

	£
Net amount before discount	

At the bottom of the task page, there are 'ANSWER' and '< PREV NEXT >' buttons. On the right-hand side, there is an 'INDEX' sidebar with a list of pages: 'Page 1: Assessment information', 'Page 2: Task 1', 'Page 3: Task 2', 'Page 4: Task 3', 'Page 5: Task 4', 'Page 6: Task 5', 'Page 7: Task 6', 'Page 8: Task 7', 'Page 9: Task 8', 'Page 10: Task 9', and 'Page 11: Task 10'. The 'ANSWERED' status is shown as '0 of 10'.

You can also check your progress against either one of the following:

- **2 of 11:** This includes the total number of pages in your assessment, including the assessment information page and all tasks. In this example, there are ten tasks in the assessment.
- **Answered 0 of 10:** This is the total number of tasks in the assessment that have been fully answered.



#### 7.4. Answer button

Once responses have been entered against all sub-parts in a task, or if you wish to move onto another task before you've answered all sub-parts of that task, to navigate away click the **Answer** button (see above screenshot).

You will then be able to navigate freely through the assessment until another task is started.

**The Answer button must be clicked at the end of each task to ensure that the responses are saved and submitted.**

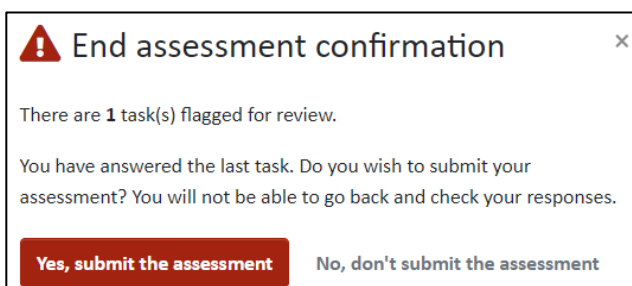
Once a task has been fully answered, i.e., all sub-parts within it have been attempted, the task will update on the Index with an Answered status. Part-answered tasks will not update with this status.

In the example below, tasks 1 and 2 have been fully answered and task 3 has been part-answered.



Once you have fully answered the last task, you will be automatically navigated back to any unanswered / part-answered tasks.

Once all tasks have an Answered status against them, the Submit assessment pop up will appear:



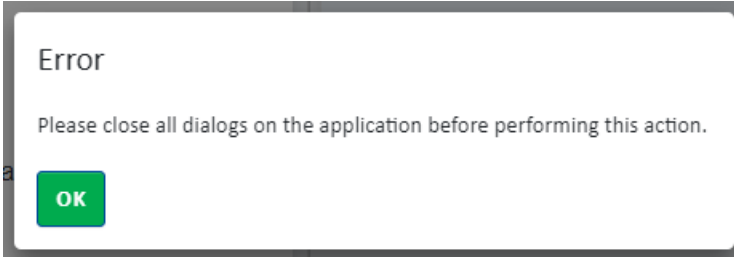
Click **Yes, submit the assessment** to submit the assessment and finish. Alternatively, click **No, don't submit the assessment** to return to your assessment.

**You are strongly advised to click No and go back and check your answers before submitting.**

## 7.5. Answering an InApplication question type

InApplication questions require you to work on an Excel spreadsheet. They are used in the Management Accounting: Techniques (MATS) assessment.

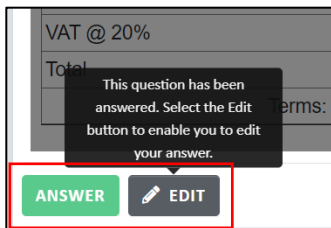
The following pop-up message will appear if you enter a response into the excel spreadsheet and click **Answer**:



You'll need to click **OK** to close the pop up, then click Save on the spreadsheet or close it first, then click **Answer** in the secure browser.

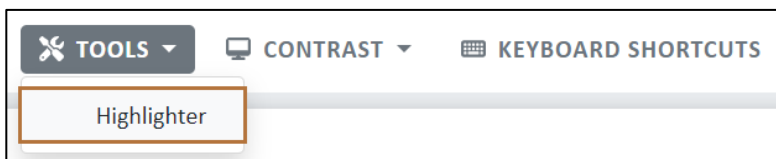
## 7.6. Editing a response

To edit a response on an answered task or go back to an unanswered question within a task, navigate back to the task and click **Edit**. Once responses have been edited, click **Answer** to save the edited response.

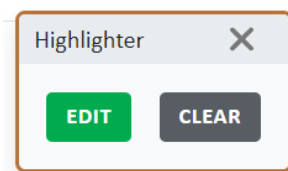


## 7.7. Highlighter

The highlighter function is now located within the **Tools** button at the top of the assessment:



This will open the following pop up box:



Use the highlighter tool to highlight text on page to help you. Once you have clicked **Highlighter**, click, and drag over the text that you wish to highlight.

**Task 1** (12 marks)

This task contains parts (a) to (d).

A **sales invoice** is being prepared for goods supplied, as shown in the customer order below.

**Customer order**

JABC Ltd  
Order number 3971  
12 March 20XX

Please supply:  
**120 units** of product JBZ  
@ **£3.60** each less **7.5%** trade discount.

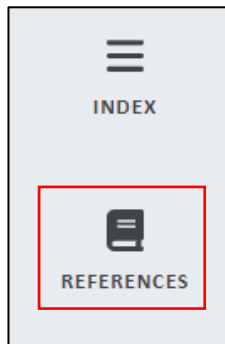
Click X to close the pop-up box and hide the highlighted text. Click **Tools** then **Highlighter** again to reveal it once more.

Click **Clear** to remove all highlights against the text.

## 7.8. References

References against each task page contain additional information that may support the task instructions, or at the very least, the assessment information from the introduction page.

Click **References** on the right of the page to reveal links to references against that task.



Click it once more to hide the references panel.

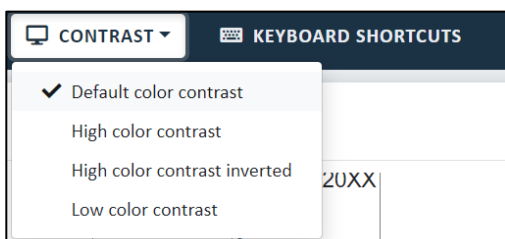
## 7.9. Timer notifications

Timer notifications will appear in the top right of the screen, below the assessment timer, at intervals towards the end of the assessment. These will inform you when you have 15, 10 and 5 minutes of the assessment remaining.

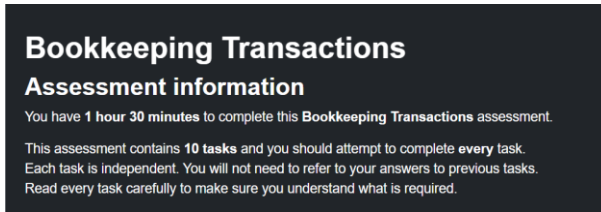
## 7.10. Accessibility

### 7.10.1. Contrast

When accessing assessments, the contrast can be adjusted to appear in different formats. This can be done by selecting Contrast (located at top of the assessment screen). This will open the following options:



After selecting your preference, the assessment contrast will change:



**Bookkeeping Transactions**  
**Assessment information**  
You have 1 hour 30 minutes to complete this Bookkeeping Transactions assessment.  
This assessment contains 10 tasks and you should attempt to complete every task.  
Each task is independent. You will not need to refer to your answers to previous tasks.  
Read every task carefully to make sure you understand what is required.

### 7.10.2. Zoom in and out

Click View in the top left corner of the secure browser to access the zoom in and zoom out buttons.

### 7.10.3. Screen reader

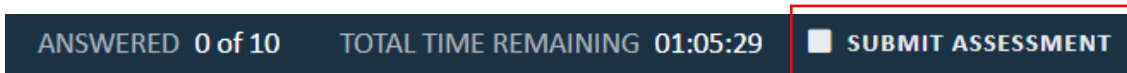
Screen reading capabilities are also available via the above magnifier pop up. Click Play to start the screen reader for the task page that you are on.

### 7.11. Submitting an assessment

Once your assessment time has elapsed, your assessment will save your latest responses and will automatically submit.

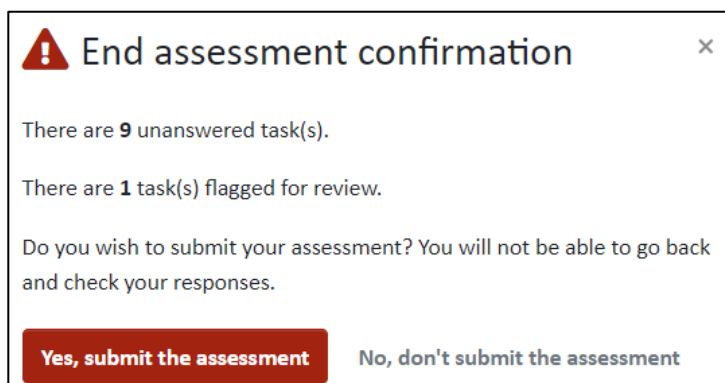
Once all tasks have been marked as Answered, a pop-up will appear on screen informing you of this and asking if you would like to submit the assessment (see 7.4). You are strongly advised to go back and check your responses before submitting your assessment.

If you have time left after responding to all tasks and checking your responses, you can also finish the assessment by clicking **Submit assessment** in the top right corner.



ANSWERED 0 of 10 TOTAL TIME REMAINING 01:05:29  SUBMIT ASSESSMENT

This will then present a pop-up confirmation.



**End assessment confirmation** ×

There are 9 unanswered task(s).

There are 1 task(s) flagged for review.

Do you wish to submit your assessment? You will not be able to go back and check your responses.

**Yes, submit the assessment** No, don't submit the assessment

This message will also notify you if there are unanswered tasks or flagged tasks.

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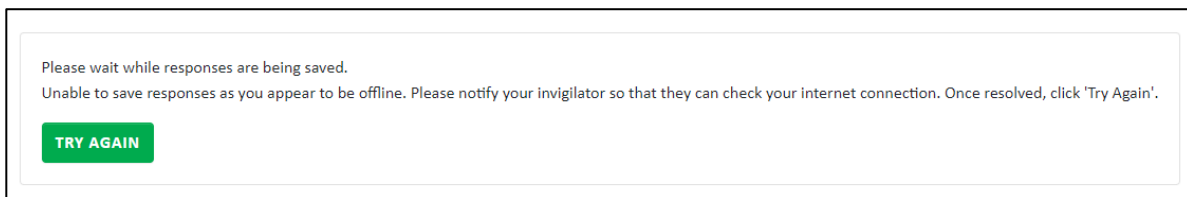
Click **Yes, submit the assessment** to submit the assessment and finish. Alternatively, click **No, don't submit the assessment** to return to your assessment.

Once submitted, you'll receive an on-screen notification to confirm the action. The invigilator will close the secure browser on your behalf.

## 7.12. Offline

If your PC loses its internet connection during the assessment, you will be able to continue uninterrupted and your responses will be saved.

If you're still offline at the point of submission, you'll receive the following message on screen.



In some instances, your assessment may get stuck attempting to load the responses and not progress to the above message.

In both instances, you must notify your invigilator who will attempt to reconnect your PC and try again while you are there. If they're unable to reconnect, they will close the Secure Browser and will force submit your assessment on the PC via ATLAS Cloud once a connection has been re-established.

**Do not re-enter your assessment as this will cause your responses to be lost.**

## 8. Results and feedback

- 8.1. For practice assessments, the results page in ATLAS Cloud will indicate your overall result and marks achieved against each task position. You will not be able to review practice assessment results and performance in your [MyAAT account](#).

For information regarding your live assessment result release dates, please visit the [dedicated result release webpage](#)

- 8.2. Once your live assessment result has been released, you will receive an email informing you that your result is available on Your assessment results via [MyAAT](#). Your result will also contain performance feedback and achieved marks per task.
- 8.3. Your registered Training Provider will also be able to access your result, performance feedback and achieved marks per task via [MyAAT](#).

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